



TOWN OF HANOVER  
CONSERVATION COMMISSION

**SO, I HAVE MY ABUTTERS LIST, WHAT'S NEXT?**

**PLEASE REMEMBER THAT THIS IS A CRUCIAL PART OF YOUR APPLICATION PROCESS. ANY DEVIATION FROM THE FOLLOWING INSTRUCTIONS COULD CREATE A *DEFECT IN THE ABUTTER NOTIFICATION PROCESS* AND WILL RESULT IN DELAYS FOR YOUR HEARING.**

1. **MAKE COPIES** of the public hearing notice obtained from the Conservation Office that lists the date and time of your public hearing. Make a copy for each abutter on the list.
  2. **MAIL** the copies of the public hearing notice to each abutter on your list using certified, return receipt mail.
- OR**
2. **HAND DELIVER** a copy of the public hearing notice to each abutter on your list. Be prepared to give each abutter a copy of the public hearing notice to keep. Have each abutter sign your copy of the abutters list next to his/her name to verify that he/she received a copy. You may be asked questions about your project and be asked to briefly explain why the hearing has been scheduled. Please feel free to refer anyone to the Conservation Office for information they may require.
  3. **SUBMIT proof of notification to the Conservation Office-** If you mailed your public hearing notice to all of your abutters, the post office clerk gave you the green/white paper receipts after he stamped them, and if abutters have picked up their certified mail, you will also have green cards showing date of receipt with their signature. Either the green/white stamped receipts or the green cards are acceptable for proof of notice to your abutters. We request that you submit the stamped receipts or signed green cards to the Conservation Office *prior* to your scheduled hearing.

During your public hearing, if abutters are present and wish to speak, they will be allowed to do so when recognized by the Chairman of Commission and invited to speak. Occasionally, abutters will seek information through the Conservation Office prior to the hearing at which time we review the application with them. At this point, some abutters are satisfied and choose not to attend the actual hearing. Again, if at any point you have questions about this or any other process in the Conservation Office, please contact us at 781-826-6505.